



Global Vectra Helicorp Limited is the largest private Helicopter Company in India, providing seamless, safe and accident free helicopter services for almost two decades. The spectrum of operations of the Company encompasses support to India's Offshore Oil & Gas industry, Onshore operations for State governments (VVIP flying), election flying, heli pilgrimage and much more.

The Company is listed both on the National Stock Exchange and the Bombay Stock Exchange.

Brief Summary of the job: GVHL is looking for a Junior Executive -Accounts to assist the Finance and Accounts department in day to day operations and Accounting data entry.

Designation: Jr. Executive-Accounts

Location: Juhu Airport, Vileparle, Mumbai

Reporting To: Manager-Accounts & Taxation

Role & Responsibilities: -

- Booking of Foreign Vendor Invoices and reconciling the statement of accounts on quarterly basis
- Preparing set of documents for payment to Foreign vendors
- Preparing set of documents for submission of Bill of entries to the Bank in case Foreign advance payments
- Booking of Local vendor Invoices and reconciling the statement of accounts on quarterly basis

Requirements: -

Education	B. Com
Experience	2-3 years' experience in the area of Accounting Data Entry
Computer Literacy	Competency in Microsoft Excel, Word and Outlook Working knowledge of ERP accounting
Salary Range	INR 18,000/- to INR 20,000/- gross salary per month.

Additional Requirements: -

- Working knowledge of the provisions of Income tax, TDS & GST
- Good interpersonal, oral and written communication skills